


Late Backup

City Council Briefing:

Austin's New Comprehensive Plan

August 6, 2009

- Planning Process and Start-up activities
- Advisory Committee Roles
- Successful Advisory Committee Characteristics 
- Comprehensive Plan Citizens Advisory Committee Candidate Information Sheet

Planning & Development Review Department

Comp Plan Overarching Themes

Community Engagement

Sustainability

Implementation

Comprehensive Plan Phases

The three phases of the Comprehensive Plan creates the basic structure that organizes both public involvement and work products from the consultant.



Comprehensive Plan Kickoff Activities



- Consultant team meets community & staff team
- Council appoints the advisory committee
- Define process, including the participation plan
- Gather and review existing data and plans
- Establish roles and responsibilities
- Launch Speakers' Bureau

Timeline To Appoint a Comprehensive Plan Citizens Advisory Committee

August 10: Information sheet made available
August 20: Information sheet due
August 24: Comprehensive Plan and Transportation Committee offers a slate of candidates for CPCAC
August 27: Council appoints CPCAC
September 24: Council fills any remaining openings on CPCAC
Week of September 28: Public Kickoff of the Comprehensive Plan Activities
Mid October/Early November: First Community Forum Series

24 MONTHS FROM KICKOFF TO ADOPTION PROCESS

3 Roles of the Comprehensive Plan Citizens' Advisory Committee

- **Champions:** "Who's here?"
- **Ambassadors:** "Is everyone being heard?"
- **Guides:** Apply deep understanding of Austin history to sort through and synthesize public input.

7 Habits (+2) of Highly Effective Advisory Committees

- #1. The committee should broadly represent the diverse constituencies within the community.
- #2. The size of the committee should be manageable – typically not more than 20-30 members.
- #3. The committee should have clearly defined responsibilities.

7 Habits (+2) of Highly Effective Advisory Committees

- #4. The committee should have effective leadership in the form of a chair and vice-chair who understand their roles and are widely respected in the community.
- #5. The committee should operate effectively to make decisions and move the process forward.
- #6. Committee members should understand the “30,000-foot” perspective of the comprehensive plan.

7 Habits (+2) of Highly Effective Advisory Committees

- #7. Committee members should take a “fresh approach” and be receptive to new ideas.
- #8. The committee should strive to define “common ground” that bridges individual differences.
- #9. The committee should operate on the basis of civil discourse and respect for others and their viewpoints.

Advisory Committee Membership

The Candidate Information Sheet handed to Council is intended to obtain information necessary to recruit a diverse Comprehensive Plan Citizens Advisory Committee

Questions?

www.ci.austin.tx.us/compplan

Comprehensive Plan Timeline

August 5—Workshop to solicit input on public participation
August/September—Develop Public Participation Plan
September 24—City Council: Participation Plan & full contract authorization
Late September/Early October—Public Kick Off Event
Mid October/Early November—First Community Forum Series

24 Months from Kick Off to adoption process

Citizens Advisory Committee in the Planning Process

Overall goal of the planning process

The principles and content of the plan is generated from community input, which is primarily collected during four Community Forum Series, as well as ongoing input opportunities. Opportunities for input include (but are not limited to) public forums held across the city, online input, and focus groups. Tools for reaching out and connecting to communities to involve them in the process include the plan website, Speakers Bureau, advertising, canvassing, and educational forums and events.

Relying on these venues to shape the content of the plan poses two issues:

1. Are the opportunities for community input involving all of Austin?
2. Does the common ground and plan content reflect public input?

The Citizens Advisory Committee assists the WRT team and staff in addressing these two questions.

Organization

- Membership emphasizes overlap among constituencies.
- Appointed by council
- Authority to arrange itself and create subcommittees with other members of the public, especially as the process moves into Phase 3 and technical committees are formed to assess policy approaches.

Roles

- **Champions:** Asking the question, “Who’s here?” throughout the process, the CAC oversees outreach and participation. The first step in this is the participation metrics. However, the CAC will need to go beyond those metrics to a qualitative assessment of how well all parts of the community are participating. Further, the CAC will also be important in setting an inviting and engaging tone for the entire community.
- **Ambassadors:** Asking the question, “Is everyone being heard?” The CAC maintains (and is available for) community contact to bring concerns about the plan direction and content to the WRT team and staff. In this, the CAC is both a sounding board as the plan takes shape and ears on the street as the community reviews how its input is being used.
- **Guides:** The CAC collaborates with the WRT team and staff in assessing common ground based on community input, bringing to the table their experience with the Austin community, to bring a deep understanding of community history to the problem of sorting through and synthesizing public input.

City Council

& Planning Commission

Public hearings and decisions at key points.

WRT Team & City staff

Support and facilitation for public involvement.

Technical support and evaluation for implementation.

Synthesize public involvement.

Produce clear, understandable, and well-illustrated drafts based directly on public input through a transparent, iterative process.

Technical committees

Work with Citizens Advisory committee to provide additional technical support.

Comprehensive Plan Citizens' Advisory Committee

Draft Mission Statement

Drawing on the many resources and interests of the Austin community, the Advisory Committee will work with the consultant team and City to help all members of the community articulate the common values that will guide Austin into the future.

The task of the Advisory Committee is to champion the planning process, provide an ongoing venue for reaching out to Austin and bringing its many perspectives together where they can amicably engage one another.

Throughout its work with the community, the Advisory Committee will help the Planning Commission to set the direction of Comprehensive Plan activities.

Ideal Characteristics

- Able to commit to membership on Advisory Committee
- Dedicated to work for all of Austin
- Able to view advocacy position within the context of the larger community—able to maintain a “big picture” viewpoint
- Maintain a civil tone and amicable working relationships
- Problem solving / solution-oriented / forward-thinking
- Experience working as a team member
- Knowledgeable of Austin

Committee Membership

Maintaining connections to all of Austin's diverse constituencies will be both difficult and necessary. This compounds the problem that members of the CAC will need to see beyond the interests they represent. *Therefore, the members of the committee should be selected by City Council in a way that ensures that each member represents multiple constituencies, such as they following:*

- City representatives (Planning Commission members)
- Age/family status
- Spanish speakers
- Employment & advocacy constituencies
- Race/ethnic communities
- Parts of Austin & the ETJ
- Household income

Matrix of Advisory Committee to guide the selection process

6-Aug-09 Total membership goal: 21 + 2 PC members

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Overall category		Characteristics with minimum targets									
City		2 PC members									
Age/Family Status		High school rep	College student rep	Families with children	Seniors	Singles	Families w/o children				
8		1	1	2	1	1	2				
Spanish speakers		2									
Employment and advocacy constituencies		Local business	High-tech industry	Design/ Development	Workers	Gov't employees	N'hoods				
14		1	1	2	2	1	1				
		Environment	Health/human services	Parks/open space	Alternative Trans.	Affordable housing	Education				
		1	1	1	1	1	1				
Race/ethnic communities		African-American	Hispanic	Asian American	Anglo						
13		2	4	2	5						
Parts of Austin and the ETJ		Central	NE	NW	SW	SE					
20		4	3	3	3	3					
		ETJ NE	ETJ NW	ETJ SW	ETJ SE						
		1	1	1	1	1					
Household income		Less than \$42,000	\$42,000-\$55,000	\$55,000-\$83,000	More than \$83,000						
10		4	1	2	3						



You may submit this hard copy application OR file on line at:
[## website location]

COMPREHENSIVE PLAN ADVISORY COMMITTEE

Candidate information sheet

Name: _____
(Last) (First) (Middle)

Home Street Address: _____
(Zip)

Preferred Phone: _____ Cell Phone: _____

Employer: _____ Business Phone: _____

Occupation/Position: _____ Fax Number: _____

e-mail Address: _____

NOTE: If appointed your address, preferred phone number and e-mail address will be included on the Austin City Connection Boards and Commissions web site.

- Do you live within the Austin City Limits or its Extraterritorial Jurisdiction (ETJ)?
☐ **Austin City Limits** ☐ **Austin ETJ**

In what zipcode(s) do you live or own property? _____

- How long have you lived in Austin or its ETJ? _____
- Gender: _____
- Are you a City of Austin employee? ☐ **Yes** ☐ **No**
- Do you have a disability? ☐ **Yes** ☐ **No**
If yes, what type? ☐ **Visual** ☐ **Hearing** ☐ **Mobility** ☐ **Cognitive** ☐ **Other**
- Do you or your employer have business dealings with the City of Austin which might present a conflict of interest? ☐ **Yes** ☐ **No**
- Serving on an Advisory Committee can be time consuming. You can be expected to dedicate up to ten or more hours per month to this Committee. Does your schedule allow attendance at all regularly scheduled meetings? ☐ **Yes** ☐ **No**

- Are you currently a member of a Board or Commission? Board or Commission Name:

- Are you currently on the board or in a leadership position for any other organization (such as a non-profit, neighborhood group, etc.)? If so, please list organization and position?

We are interested in creating a diverse Comprehensive Plan Citizens' Advisory Committee with broad interests.

Please check all of the following that apply to you:

Personal Info

- ☐ High School Student
- ☐ College Student
- ☐ Family with children under 18
- ☐ Family without children under 18
- ☐ Single
- ☐ Speak Spanish
- ☐ African-American
- ☐ Hispanic
- ☐ Asian-American
- ☐ Anglo
- ☐ Other Race/Ethnicity
- ☐ Gay/Lesbian

Employment Status

Are you currently employed?

- ☐ Yes ☐ No

Please mark all that apply:

- ☐ Work at or Own Local Business
- ☐ High-tech Industry
- ☐ Development or Design Industry
- ☐ Government Employee

Household Income

- ☐ Low to Moderate
- ☐ Moderate to Middle
- ☐ Middle to High
- ☐ High

Interests/Advocacy

- ☐ Neighborhoods
- ☐ Environment
- ☐ Health/human services
- ☐ Parks/Open Space
- ☐ Alternative Transportation
- ☐ Affordable Housing
- ☐ Education

Ideal characteristics of members of the Advisory Committee are:

- Dedicated to work for all of Austin
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- Maintain a civil tone and amicable working relationships
- Problem solving / solution-oriented / forward-thinking
- Experience working as a team member
- Knowledgeable of Austin

Please explain how you can serve the Advisory Committee and help to oversee the Comprehensive Plan process.

You may attach a sheet if your response is longer than the provided space.

***** ADA COMPLIANCE *****

Reasonable accommodations and equal access to communication are provided upon request.

Return to: Boards and Commissions Coordinator

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